Autumn Greetings!

The top story in this third-ever issue of Training World is the announcement immediately below of CHRA Korea Region's schedule of regional courses for FY 2007. There's also an important article on page three about the new CHRTAS course application system, and a full page of news about Korea Region's conversion to NSPS. Our aim is to make this newsletter as relevant and interesting as possible. If you have comments or suggestions or know of training events in Korea you'd like us to include in future quarterly issues, please let me know.

John Robbert

Korea's Regional Course Schedule for FY 2007

YOUR ATTENTION, PLEASE! The Civilian Human Resources Agency (CHRA), Korea Region is pleased to announce its FY-2007 Regional Course Schedule. The schedule runs from November 06 through September 07 and includes 36 classes covering 22 different subjects. This year, in response to survey input, courses have been scheduled not only in Daegu and Seoul but also in Uijongbu. Copies of the schedule are available upon request from CHRA HRDD. Or, visit HRDD's web page:

http://cpoc-www.korea.army.mil/chra/hrd.htm.

This year, instead of submitting a DD Form 1556 through their local CPAC, employees will apply for courses on line using the Civilian Human Resources Training Application System (CHRTAS). Each application is forwarded automatically to the employee's supervisor for approval. To learn more about CHRTAS, see the article on p. 3.

FY 07 courses will once again be conducted on a cost reimbursement basis. Tuition is NON-REFUNDABLE once spaces are purchased. If an employee is unable to attend, the activity can send a substitute. TDY costs, if any, are also the responsibility of the employee's activity.

Action Officer Development Course (AODC)

Are you a centrally or locally assigned Intern? Have you recently been promoted to a Journey-level position? Do you prepare staff work on behalf of senior managers or commanders? The AODC, mandatory for Interns and Journey-level positions, may be the course for you.

The AODC is related to the Combined Arms and Services Staff School taught to military officers. It prepares you to be an action officer, the subject matter expert on actions. It educates you in organization and management; conducting staff work; managing time and priorities; conducting meetings and briefings; solving problems, decision making and much more. The AODC is generic; it will apply to any type of staff work you may do.

The course offers 21 correspondence course credit hours; it's free to you and your activity. To get credit, just send a copy of the course graduation certificate to HRDD. We'll input it into your DCPDS training record. To register, go to:

http://cpol.army.mil/library/train/courses

CHRA KR HOSTS NSPS TRAIN-THE-TRAINER CLASS

Fifty people, including HR Specialists from CPOC and the four CPACs and managers representing major commands, attended this seven-day event, held at Camp Henry, Daegu, 19-27 September. Thanks to a great job by in-structors Jo Osbourn from CHRA's Southwest Region, Ft. Riley, Kansas, and Dave Freeland from North Central Region, Rock Island, Illinois, the attendees are now certified NSPS trainers, qualified in HR Elements and Performance Management, the two components of the NSPS courses required for all U.S. employees and supervisors prior to converting to the new personnel system.

Some of the attendees will get a chance to test their skills as trainers almost immediately. In October, as part of NSPS Spiral 1.2, several 1-day employee and 2-day supervisor classes are planned on the peninsula, hosted by local CPACs. More courses will follow through 21 January, the spiral's last conversion date. During FY 2007, Spiral 1.3 will see even greater numbers of Korea-based employees converting to the new system.

NSPS PREREQUISITES:
TAKE ADVANTAGE OF THEM

Conversion to NSPS is more than a formality, it's requires a whole new way of thinking about work and career. To prepare themselves for conversion and to get the most out of the training, employees need to take advantage of available prerequisites:

1. **NSPS 101**: This required online course, which takes only about 1-1/2 hours to complete and provides an excellent introduction to basic NSPS concepts, can be found at the DOD NSPS website:

http://www.cpms.osd.mil/nsps/nsps101/nsps/index.htm.

[IMPORTANT NOTE: When you complete the course, send a copy of your certificate to CHRA HRDD by e-mail (john.robbert@us.army.mil) or fax (768-6582) so that your DCPDS training record can be updated.]

2. **NSPS Implementing Issuances**: These too can be found on the DOD NSPS website:

http://www.cpms.osd.mil/nsps/documents.html

3. **NSPS "Soft Skill" Courses**: These web-based courses are available through the Army Knowledge Online (AKO) E-Learning program. They are listed in the catalog under Army NSPS Core Competency Training. Instructions for registering are available at:

http://www.chra.army.mil/nsps-training/index.htm.

NSPS "SOFT SKILL" CLASSES SCHEDULED ON-SITE IN KOREA

During FY 2007, classroom versions of four "soft skill" courses for managers and supervisors have been scheduled on-site here in Korea:

►**Coaching Skills for Managers**, 28-29 November 2006, Area II CPAC classroom, Seoul

►**Managing Change Effectively**, 12-13 April 2007, Area II CPAC classroom, Seoul

►**Performance Management Skills for Supervisors & Managers**, 15-16 May 2007, Area II CPAC classroom, Seoul and 15-16 May 2007, CHRA Regional Training Center, Daegu

►**Communications Skills for Leaders**, 14-15 June 2007, Area II CPAC classroom, Seoul

For details, contact Ms. Kim, Ok Pun, CHRA HRDD, phone 678-6576 or e-mail:
okpun.kim1@us.army.mil

Introducing CHRTAS

It's new and it's here in Korea: The Civilian Human Resources Training Application System (CHRTAS). CHRA regions in the States and in Europe have been using CHRTAS for the last year or so, and starting now Korea Region HRDD will be doing the same. When you apply for one of our FY 2007 regional classes you'll use CHRTAS to do it.

To apply for a class, you will need to visit the CHRTAS Student Site (pictured above):

https://www.atrrs.army.mil/channels/chrtas/default.asp

Briefly, here's how the CHRTAS application process works:
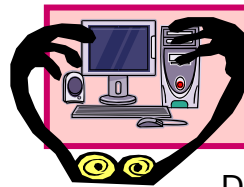
➔ Step One: Logon to CHRTAS: There are three ways to logon: CAC card, AKO user ID, and SSN and date of birth.

➔ Step Two: Create a Student Profile: Before applying for any course in CHRTAS, you'll have to create a student profile. This is a one-time procedure. Your profile will remain in the CHRTAS system for use each time you apply for a course in the future.

➔ Step Three: Apply for the Course: Courses are listed by fiscal year and region. For a course given in Korea, you will select "0101-CHRA Korea Region". A list of courses will appear, followed by a list of classes with specific dates and locations.

Once you apply, a notification will automatically be sent to your supervisor for approval. You will also be notified then and again when your application has been accepted. Once you complete the course, your DCPDS training record will be automatically updated.

For further information or assistance regarding CHRTAS, please contact Mr. Pak, Ki Nak by phone (768-6581) or e-mail: kinak.pak@us.army.mil

How Safe Is Your Home Computer?

Do you take work home to do on your personal computer or create projects at home and bring them to the office? If so, the Department of Defense (DoD) wants you to have the best available protection for your home computer in order to safeguard their networks.

All DoD employees can now download the latest antivirus and firewall software, even from home, by utilizing the Army Knowledge Online (AKO) website: https://www.us.army.mil/suite/login/welcome.html

Three antivirus vendors, Symantec, McAfee, and Trend Micro have partnered with the DoD to provide their computer protection software free of charge. Just logon to the AKO website and click the Antivirus Service web link, select the vendor of your choice, and download the software.

Once you have installed the desired software package, it is recommended that you update your definitions utilizing the automatic update system that comes preconfigured with the package.